

Procedure for Requesting Reference Letters from M. Ufuk Çağlayan

1. Reference letters and/or information related to referees are currently uploaded through a web based reference system. Rules below are almost the same, of course except those that are related to paper based referencle letters. So, be sure to follow the rules below, even if you are requesting references through a web based reference system.
2. No reference letters (not even bad ones..!?) will be given for those who are seeking a MBA degree, or especially for those who are attending the same level program in our department, e.g. do not request a letter for another MS/PhD program if you are already an MS/PhD student in our department.
3. Properly fill all the fields of the **Reference Letter (RL)** request form, shown on page 2 here and also available at my web page in .doc format, so that you can fill it out. Incomplete RL request forms will simply be thrown away..!
4. Plan ahead..! RL's will be returned to you at least a week later.
5. You have to donate at least 500 A4 size papers (*bir top*) for every one-to-three RL's for our use in NETLAB (we always have a shortage of paper..!). You must also do this if your RL's are entered into a web based RL system.
6. Make sure that all of the necessary original RL forms and one envelope per RL are ready, in case you request paper based RL's. All envelopes must contain the addresses of the sender and the recipient and also the name of the student in the lower left corner of the envelope.
7. Fill in all of the information related to M. Ufuk Çağlayan on the original RL forms except the date and the signature. The information you need is given below

Organization : Boğaziçi University
Department : Department of Computer Engineering
Position : Professor
Address : Bebek, Istanbul, Turkey 34342
Tel : +90 (212) 359 6698
Fax : +90 (212) 287 2461
E-mail : caglayan@boun.edu.tr

8. When you come to pick your RL's, you will have to lick and seal the envelopes yourself, then M. Ufuk Çağlayan will sign the envelopes to complete the procedure
9. Requesting an RL implies that you have read this procedure completely and accepted its terms and conditions, which also include that you give a party at Netlab with Venus's cakes and beverages after you receive an acceptance letter from one of the candidate organizations (universities, companies) for your graduate study, scholarship, summer training position, etc.

Last Updated: November 27, 2011

Referans Mektubu İsteme Formu

Bu Form ve M. Ufuk Çağlayan'dan Referans Mektubu isteme kuralları <http://www.cmpe.boun.edu.tr/~caglayan/> adresinde bulunmaktadır.
Lütfen, önce Referans Mektubu isteme kurallarını okuyun...!

Referans mektubu istenen öğretim üyesi/görevlisinin adı soyadı :	
Öğrencinin adı ve soyadı	
Genel not ortalaması	
Son yarıyıl not ortalaması	
Öğretim üyesinden aldığı dersler : - Ders kodu/adı, yıl/yarıyıl, not - Ders kodu/adı, yıl/yarıyıl, not - Ders kodu/adı, yıl/yarıyıl, not - Ders kodu/adı, yıl/yarıyıl, not	
Başvuru yaptığı diploma derecesi	MS Doktora MS/ Doktora
Araştırma yapmak ya da çalışmak istediği konular:	
İlgilendiği hobi, spor vb diğer konular :	
Mektubu alacak kişi/kuruluşun tam adı ve adresi (Birden fazlaysa formun arkasına yazınız):	
Mektubun dili:	İngilizce Türkçe
Vurgulanmasını arzu ettiğiniz diğer önemli konular:	